



# **Punjab Government Gazette**

## **EXTRAORDINARY**

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**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF WATER RESOURCES**

### **NOTIFICATION**

The 21 April, 2025

**No.17/10/2024-3IP3/162.-**

1.0 The Department of Water Resources has examined the procedure being followed at present while dealing with the various cases for the vantage of the Employees. It has been observed that old process is very lengthy and takes huge time leading to the wastage of time and energy for the Department and at the same time causes hardship to the Employees. After considering the above said matter, the Department of Water Resources carried out a detailed exercise to simplify the procedure vide Order No. 17/10/2024-3IP3/166-169, dated-20-05-2024. In view of the above, Standard Operating Procedures (SOP) to provide efficient/effective services to the employees the procedures (Attached as Annexure-1, Annexure-2, Annexure-3, Annexure-4, and Annexure-5) have been adopted by the Department after approval from the competent authority.

Sd/-

**KRISHAN KUMAR, IAS**

Principal Secretary Water Resources.

## Annexure-1

## SOP Document (WRD Portal)

## Module Name : Senior / Junior Pay Anomaly

| Sr. No.              | Procedure  | TimeLine    |
|----------------------|--|-------------|
| 1                    | Senior Employee will submit the application online on WRD Portal with complete particulars to DDO.   | T           |
| 2                    | DDO of Senior Employee will upload the details of Senior employee such as service book, cadre seniority list, Govt. instructions etc. and same will be sent online to DDO of Junior employee with whom comparison is to be made.   | $T+2=T_1$   |
| 3                    | The DDO of Junior employee will online the pay particulars, service book, case findings etc. of Junior employee from the date of joining till date and forward to the DDO of Senior employee.  | $T_1+2=T_2$ |
| 4                    | After getting report from DDO of Junior employee, the DDO of Senior employee will prepare the comparative statement the same will be forwarded to Module Managers (Senior/Junior Pay anomaly).   | $T_2+2=T_3$ |
| 5                    | Module Manager (Senior / Junior Pay Anomaly) and Superintendent (dealing with Senior/Junior Anomaly) will jointly examine the case. They will give the proposal explaining the reasons of anomaly along with instructions under which the case is covered and send the proposal for audit to ADFA. | $T_3+2=T_4$ |
| 6                    | ADFA will pre-audit the case and forward to Chief Engineer Headquarter for approval.   | $T_4+2=T_5$ |
| 7                    | Chief Engineer Headquarter will check the case and forward to Principal Secretary Water Resources Department for approval.   | $T_5+1=T_6$ |
| 8                    | After the approval from Principal Secretary Water Resources Department, online Sanction will be generated on the portal.   | $T_6+1=T_7$ |
| Total Number of Days |  | 12 Days     |



## Annexure-2

**SOP Document (WRD Portal)****Module Name : Resignation / Premature Retirement**

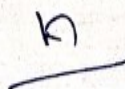
| Sr. No.              | Procedure  | TimeLine        |
|----------------------|--|-----------------|
| 1                    | The applicant will make online request on WRD Portal to his DDO  | T               |
| 2                    | DDO will forward the same to Module Manager (Resignation / Premature Retirement) in the office of Chief Engineer, Headquarter.   | $T + 2 = T_1$   |
| 3                    | Module Manager (Resignation / Premature Retirement) in the Chief Engineer, Headquarter office will examine the case and will forward it to Chief Engineer, Headquarter for approval. | $T_1 + 2 = T_2$ |
| 4                    | The Chief Engineer, Headquarter may approve, reject or forward the case to Principal Secretary Water Resources, (if required).   | $T_2 + 1 = T_3$ |
| 5                    | After the approval from competent authority, Sanction Letter will be generated on Portal automatically.  | $T_3 + 1 = T_4$ |
| Total Number of Days |  | 6 Days          |

**Note:** Resignation / Premature Retirement Manager shall ensure that show cause notice & charge sheet which are entered online on the portal are checked.

## Annexure-3

**SOP Document (WRD Portal)****Module Name : Permission for Higher Education**

| Sr. No.              | Procedure  | TimeLine        |
|----------------------|--|-----------------|
| 1                    | Employee will apply online on WRD Portal to the concerned DDO.   | T               |
| 2                    | Concerned DDO after examination of request shall forward the case to Module Manager (Permission for Higher Education) in the office of Chief Engineer, Headquarter | $T + 2 = T_1$   |
| 3                    | Module Manager (Permission for Higher Education) after examination shall forward the case to Chief Engineer, Headquarter   | $T_1 + 2 = T_2$ |
| 4                    | Chief Engineer, Headquarter may approve / reject or forward the case to Principal Secretary, Water Resources Department (if so required)                           | $T_2 + 1 = T_3$ |
| 5                    | After approval from competent authority, Sanction Letter will be generated on Portal automatically.  | $T_3 + 1 = T_4$ |
| Total Number of Days |  | 6 Days          |

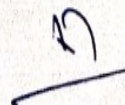




## Annexure-4

**SOP Document (WRD Portal)****Module Name : Time Barred Bills**

| Sr. No.              | Procedure   | Time Line       |
|----------------------|---|-----------------|
| 1                    | Employee will make a request online on WRD portal.  | T               |
| 2                    | Request will be forwarded to clerk in the DDO Office for checking. After checking, case will be forwarded to DDO.   | $T + 2 = T_1$   |
| 3                    | DDO will forward the request to Module Manager (Time Barred Bills) after examination.   | $T_1 + 2 = T_2$ |
| 4                    | Module Manager (Time Barred Bills) will examine the bill and send it to the Chief Engineer, Headquarter for approval.   | $T_2 + 2 = T_3$ |
| 5                    | a) If the time period of case is less than 3 years, Chief Engineer, Headquarter will be the competent authority to approve / reject the case.<br>b) If the time period of case is more than 3 years, case will be sent to Principal Secretary, Water Resources Department for decision. | $T_3 + 1 = T_4$ |
| 6                    | After approval from competent authority, Sanction Letter will be generated on Portal automatically.   | $T_4 + 1 = T_5$ |
| Total Number of Days |   | 8 Days          |



Annexure-5

**SOP Document (WRD Portal)****Module Name : Experience Certificate**

| Sr. No.              | Procedure  | TimeLine        |
|----------------------|--|-----------------|
| 1                    | Employee will make an online request on the WRD portal to DDO.   | T               |
| 2                    | DDO will verify the details from office record / service book and will forward the case to Module Manager (Experience Certificate) in the office of Chief Engineer, Headquarter. | $T + 2 = T_1$   |
| 3                    | Module Manager (Experience Certificate) in the office of Chief Engineer, Headquarter will examine the case and forward it online to Chief Engineer, Headquarter for approval.    | $T_2 + 2 = T_3$ |
| 4                    | Chief Engineer, Headquarter may approve / reject or forward the request to Principal Secretary, Water Resources Department (if required)   | $T_3 + 1 = T_4$ |
| 5                    | After approval from competent authority, Sanction Letter will be generated on Portal automatically.  | $T_4 + 1 = T_5$ |
| Total Number of Days |  | 6 Days          |

